

Faculty Assembly Meeting
April 17, 2013
1:30-3:00 LRC 101C

In attendance:

Rosa Auletta	Elaine Clark	Qiao Liang	Richard Palmer
Claudia Barreto	Julie Depree	Alice Letteney Barbara	Eva Rivera
Angelica Boyle	Teresa Goodhue	Lovato	Richard Sax
Michael Ceschiat	Miriam Gustafson	Najib Manea	Julia So
Cindy Chavez	Annette Hatch	Danizete Martinez	Aimee Stahlman
Miriam Chavez	Jami Huntsinger Khaled	Clifton Murray	Alexa Wheeler
	Kassem	Bill Nevins	Heather Wood

1. Call to order: Elaine Clark called the meeting to order at 1:35pm.

2. Acceptance of agenda

The following change was made:

- New Business was added before Elections.
 - Rosa Auletta moved to accept the agenda as amended / Annette Hatch seconded
 - Agenda was accepted as amended

3. Approval of minutes

- Minutes stand as submitted
 - Heather Wood moved to approve the minutes as submitted / Alexa Wheeler seconded
 - Minutes were approved as submitted

4. Executive Director's Report: Dr. Letteney's report stands as submitted.

- There will be a 3% increase for faculty salaries across the board.
- Final FE/DI numbers were not available to determine merit increases this year.

5. Dean of Instruction Report: Dr. Sax's report stands as submitted.

- The Town Hall went well
 - Edits to the Strategic Plan were sent around to the committee for review.
- Branch Faculty Colloquium is Friday (April 19, 2013) from 10am-2pm
 - Branch presentations are from 10am-noon (4 VC STEM grant faculty will be presenting)
 - Lunch and networking is from noon to 2pm
- FE/DI revised form will have a tighter turn-around date next year to account for possible merit raise considerations
- Restructuring
 - Potential areas under consideration include:
 - Arts, Humanities and Social Sciences
 - Professional Studies (excluding Nursing)
 - New Media
 - Science and Math
 - At the Sept/Oct meeting the committee will present a timetable to proceed.

6. Treasurer's Report

Khaled reported that the budget balance is still the same; broken down as follows:

\$155.00 Materials
\$240.00 In-State Travel
\$100.00 Copying

Discussion: Since these funds are rarely used and the Branch Faculty Colloquium is a faculty event, Khaled asked administration if Faculty Assembly funds could be used towards the room rental and the lunches for our faculty for this event. The amount contributed would be around \$150.00.

Vote: Michael Ceschiat made a motion that Faculty Assembly funds be used to support the Branch Faculty Colloquium this year / Eva Rivera seconded.
The motion was accepted.

7. Committee Reports:

- Assessment (Claudia Barreto)—
 - There will be three mentoring sessions with the CARC on February 19th and 26th and May 3rd to use the rubric and “spiff up” course reports.
- Faculty Handbook Committee (Angelica Boyle): –
 - Proposed changes to the description of the Conflict Resolution Committee were discussed with the Chair of the committee, Rosa Auletta.
 - Proposed changes were discussed at the last Faculty Assembly meeting and sent out via email.
 - Question: What is involved in the mediation training? Elaine responded that the training is at least once a year at Main Campus and consists of 4, 8-hour sessions. If there is enough interest, we can see about having the training here at the VC. Julia So added that in addition to the scheduled sessions, there are a few hours of work to do in order to get your certification.
 - Heather Wood moved to approve the description change for the Conflict Resolution Committee to the Faculty Handbook / Eva Rivera seconded the motion.
 - Motion approved.
 - Angelica said that all changes to the handbook that have been approved so far will be sent up to the Provost and put up on the website.
- FE/DI Committee (Michael Ceschiat) –
 - The updated FE/DI has been beta tested and continues to be changed to create a more concise, cohesive instrument with less disparity.
 - Early in Fall semester the committee will have their work completed and will present the revised instrument to with a calendar that will outline completion of the FE/DI instrument within the Academic year.

8. New Business:

Please let Elaine know if your contract is still incorrect up so that she can follow up.

9. Elections

Elaine appointed a Teller Committee consisting of Miriam Chavez, Julie Depree, and Richard Sax to tally the election ballots.

- **President**
Nominations were: John Anderson

Khaled Kassem
Danizette Martinez

Khaled declined the nomination.

Result: Danizette Martinez

- **Vice President**

Nomination: Thomas Whittaker

Result: Thomas Whittaker

- **Secretary**

Nomination: Heather Wood

Result: Heather Wood

- **Full-Time Representatives (2)**

Nominations: Melanie Sanchez-Dinwiddie (Science)

Richard Palmer (Business)

Result: Melanie Sanchez-Dinwiddie

Richard Palmer

- **Adjunct Representative**

Nominations were: Bill Nevins (English)

Stephen Klinksiek (Astronomy)

Result: Bill Nevins

Since Danizette was the Faculty Senate Representative and has now been elected President, another Faculty Representative must be elected for the remainder of the term.

- **Faculty Senate Representative**

Nomination: Julia So (Sociology)

Result: Julia So

Adjourn: 2:47 pm

Respectfully submitted, Barbara Lovato